

# Wellspring Academy Trust

## Job Description



**Post title:** Senior Site Operative

**WELLSPRING**

We Make A Difference

**Reporting to:** Estates Manager

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### **Purpose of the post**

The Senior Site Operative will deliver a comprehensive, customer-led estates and facilities service across a designated cluster of academies within the Trust. Taking responsibility for the efficient and effective running of estate's operations, the postholder will ensure that school premises are maintained to an exceptionally high standard, providing a clean, safe, and secure environment for both learning and work.

The Senior Site Operative will be responsible for nurturing a strong, harmonious team culture and fostering positive, solutions-focused relationships with colleagues. By modelling the Trust's values and maintaining high operational standards, the postholder ensures that the estate consistently supports the educational mission of the academies.

### **Key responsibilities and duties**

#### **1. Team Management**

- Direct site operatives and caretakers, coordinating daily schedules to ensure seamless service delivery across multiple sites.
- Promote a 'one team' ethos, managing the transition from peer to supervisor with integrity. Upskill the team by sharing technical knowledge and estates information.
- Contribute to the 5-year estates development plan and deputise for the Estates Manager as required to ensure operational continuity.
- Build a supportive environment that fosters professional conduct and positive relationships Trust-wide.

#### **2. Sub-Contractor & Managed Services Oversight**

- Monitor the performance of outsourced services, ensuring all work meets contract specifications, schedules, and Service Level Agreements (SLAs).
- Provide the on-site link for contractors, ensuring supervision of their activities to ensure safe working practices and minimal disruption to the school day.
- Carry out routine audits of subcontractors, including cleaning, security, and maintenance providers, to ensure the highest standards of service delivery.

#### **3. Health, Safety & Compliance**

- Ensure a safe environment for all stakeholders. Provide balanced judgment calls and expert advice on H&S matters, conducting reviews as necessary.
- Monitor and update the estates management system to ensure 100% accuracy in statutory recording e.g. Fire Safety, Water Hygiene.
- Provide guidance on fire evacuation drills in coordination with school leadership, ensuring compliance with statutory provisions and fire procedures.
- Regularly review all Risk Assessments and Method Statements (RAMS).
- Always ensure pedestrian safety using appropriate methods and equipment.
- Oversee a robust security regime, ensuring regular patrols and site inspections are carried out to protect the Academy sites.

#### **4. Maintenance & Site Development**

- Ensure a rigorous maintenance programme is scheduled. Undertake hands-on repairs, fault finding, and minor improvement works across the sites within your skill set.

- Assist with inspections and condition surveys to identify building improvements that enhance teaching and learning functions.
- Ensure all external areas are safe and clear; oversee grounds maintenance, gully clearing, and emergency cleaning following incidents like storms or vandalism.
- Accommodate site access requests, opening/closing routines, and general portering duties, including the movement of furniture and equipment.

#### **5. Procurement & Administration**

- Proactively research required works and technical specifications to identify suitable providers. Obtain competitive quotations in line with the Trust's procurement policy to ensure best value.
- Place order requisitions into the Trust's finance system, ensuring all expenditure is allocated to the correct nominal codes and cost centres.
- Confirming delivery of resources/services to ensure spend against delegated budgets, ensuring all financial records are kept up to date and anomalies are reported.
- Maintain a record tracking the day-to-day issue and return of site keys and electronic access fobs/cards in accordance with Trust security protocols for each site. Proactively report any lost or damaged keys/fobs to your Line Manager to ensure security risks are mitigated immediately.
- Ensure the FM tools and equipment asset register is kept up to date and inform your Line Manager of faults, breakages, loss of equipment.

#### **6. Customer Service & Resource Efficiency**

- Develop positive, solutions-focused relationships with Academy leaders, ensuring estates services are responsive to the unique needs of each school community.
- Maintain all FM tools and equipment in a clean, safe, and tidy condition.
- Monitor the use of materials, equipment, and utilities to ensure cost-effectiveness and support the Trust's environmental goals.
- Conduct yourself with integrity and a positive can-do attitude, demonstrating pride in the school environment and respect for all stakeholders.
- Maintain complete confidentiality regarding all school and Trust information.
- Support the Estates Manager and the wider team in implementing FM systems, policies, and procedures to ensure smooth school operations.

#### **Standard Duties in all Trust Job Description**

- Show commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.
- Personal integrity and a commitment to the Nolan principles of public service.
- A commitment to professional development.
- This job description is not intended to be a comprehensive list of duties and responsibilities associated with the post. The post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

#### **Method of Working**

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully and in accordance with Trust guidelines, policies and procedures.

Wellspring Team members are expected to always respect confidentiality and safeguarding practices.

#### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the Team must always project a positive image of the Trust and through all activities.

#### **DBS Certificate**

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

## Person Specification

Education and Training	Information	Essential/ Desirable	How identified
Education and Training	A minimum of 2 years relevant experience	E	Application
	Relevant experience in a facilities management or an estates role	E	Application
	Qualifications in relevant discipline E.g. Facilities Management	D	Application
	Sound knowledge of safe maintenance	E	Application
	General basic maintenance and cleaning techniques	E	Application
	H&S Qualification	D	Application
	Experience	Experience of directing a team	D
Handyperson experience and effective use of site equipment, specialist equipment, resources for site maintenance and management		E	Application Interview
Experience of programmes for planned preventative maintenance		E	Application Interview
Experience in Health and Safety, statutory and compliance matters in relation to facilities and estates management		E	Application Interview
Experience of working in an educational establishment or similar environment		D	Application Interview Reference
Understanding the needs of the school and the reactive nature		E	Application Interview
Experience of organising work tasks and duties to meet appropriate services standards		E	Application Interview
General and Specialist Knowledge	Awareness and understanding of basic safety and security measures	E	Application Interview
	Knowledge of COSHH regulations	E	Application Interview
	Knowledge of health and safety procedures and policies	E	Application Interview
	Awareness of health and hygiene procedures	E	Application Interview
	Understanding of the issues associated with safety, site security and the ability to provide appropriate responses/actions	E	Application Interview
	Understanding of compliance and maintenance systems	E	Application Interview
Skills and Abilities	Ability to organise, motivate and manage a team	E	Application Interview Reference
	Ability to deal with day-to-day issues on own initiative	E	Application Interview
	Ability to work independently and maintain appropriate records	E	Application Interview
	Ability to participate and contribute to continuous improvement and development of the service and facility	E	Application Interview
	Safety awareness and risk management skills	E	Application Interview
	Ability to communicate at all levels using effective relationship building and people management skills	E	Application Interview Reference
	Time management skills	E	Application Interview Reference
	Good IT skills including google	E	Application Interview

Additional Requirements	Operate with the highest standards of personal/professional conduct and integrity	E	Application Interview
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	E	Application Interview
	Willing to undertake training and continuous professional development in connection with the post	E	Application Interview
	Work in accordance with the Trust's values and behaviours	E	Application Interview
	Full driving licence and ability to undertake appropriate travel in connection with the post, across multiple sites	E	Application Interview
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	Application Interview
	Satisfactory DBS disclosure to work in an environment dealing with young people	E	Application Interview
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	Application Interview
	A commitment to safeguarding and promoting the welfare of all	E	Application Interview